



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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September 3, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-15

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Characters Allowed for Address Line 1 & Line 2 on Infotype 0006

Employee Address Line 1 and Address Line 2 on Infotype 0006 (both permanent and/or mailing address) in ISIS HR have been standardized to be a combined total of 60 characters or less for reporting purposes and to prevent undeliverable mail. Address Line 1 must contain the employee's street address or post office box address including apartment or suite number, if applicable, up to 35 characters. Use Address Line 2 **only** if additional space is needed up to 25 characters for the employee's address.

Agency Employee Administration Unit's are responsible for making any necessary corrections to current addresses, and can utilize ZP120 for assistance in identifying addresses that need to be corrected to the specifications above.

Agencies with clients should review Infotype 0006 for compliance with these specifications. Agency names should be entered in Address Line 2 for client employees if applicable. Please refer to ISIS HR On Line Help "Maintain Address" for further details and the United States Postal Service Web Page located at <http://www.usps.com/zip4> for abbreviations and standardization of addresses.

If there are any questions concerning the information above, please contact Angela Woods of the OSUP Benefits and Financial Administration Unit at (225) 342-5345.

JWC/ASW/kmb